

SAAD MEHBOOB

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Summary

Highly motivated and detail-oriented professional with over 10 years of diverse experience in the security, hospitality, and retail sectors in UAE and Pakistan. Seeking an opportunity to contribute to a dynamic organization while advancing my career in a challenging role.

Education

ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

Bachelor of Arts in Sociology

Islamabad, Pakistan

2015 – 2017

Professional Experience

Al Jaber Security

Ajman, UAE

Al Jaber Security, a UAE-based private security firm, offering man guarding and providing security services to different groups and companies

Security Guard: 2019-Present

- Ensure the safety and security of personnel, assets, and premises at a labor camp.
- Manage administrative tasks, including maintaining logs, preparing reports, and overseeing visitor records.
- Demonstrate excellent conflict resolution skills and professionalism in handling diverse situations

Stationed at multiple high-profile locations, including:

- **Sharjah International Airport:** Ensured compliance with aviation security regulations, monitored baggage screening, and assisted passengers.
- **Home Centre Warehouse:** Monitored incoming and outgoing furniture shipments and maintained record, conducted surveillance, and supported customer inquiries.
- **Carrefour Market:** Accepted and stamped deliveries and ensured proper storage, enforced safety protocols, and performed periodic inspections of products.
- Consistently upheld the highest standards of vigilance and customer service across all assignments.

Round House Pizza

E-11 Islamabad, Pakistan

A fast food chain and restaurant

Cashier and Receptionist: 2016 – 2019

- Managed cash transactions, reconciled cash registers, and provided top-notch customer service, ensuring their satisfaction with our service.
- Assisted in inventory management and stock replenishment.

New Yorker Pizza

F-8 Islamabad, Pakistan

A fast food chain and restaurant

Cashier/Front Desk Operator: 2014 – 2016

- Efficiently handled cash transactions and provided excellent customer service.
- Collaborated with the kitchen and service staff to maintain smooth operations.

Skills

- MS Excel data entry and basic spreadsheet functions
- Familiarity with security systems, CCTV, and basic computer operations.
- Excellent interpersonal, customer service skills and problem-solving abilities
- Adaptability to work effectively in fast-paced and multicultural environments.
- Proficient in Urdu, English (conversational and written), and native Punjabi

Personal Information

- Date of Birth: 18 April, 1994
- Nationality: Pakistani
- Marital Status: Married
- Visa Status: Employment

Reference Letter

- To be furnished upon request

